

Agency Instructions

Responding to Restricted Appropriations or Report Requests

The *Joint Chairmen's Report* (JCR) lists each action adopted by the General Assembly in the budget bill, including reductions and budget bill language, with explanations. Budget language may, among other things, restrict funding pending the submission of a report or other action. The JCR also includes committee narrative adopted by the budget committees, which is generally used to request reports or additional information.

Restricted Appropriations: Where all or a portion of an appropriation is restricted, approval to release restricted funds should be requested from the budget committees, with a copy sent to the agency's budget analyst at the Department of Legislative Services (DLS). Each request should include a cover letter addressed to the budget committee chairs and should identify the agency, the amount restricted, the fund source, and should specifically note that the release of restricted funds is being requested. Failure to copy the DLS analyst may result in delays in processing release of fund requests. See "Submission Procedures" below for specific direction for all items.

Please note that some restricted items have a specific due date. If a due date cannot be met, an agency should submit a letter to the budget committees and DLS to request an extension (see "Requesting an Extension" below).

Requesting an Extension: If a time extension for any item is needed, please send to the budget committee chairmen correspondence indicating why an extension is needed and an anticipated submission date. Please copy Cathy Kramer and your DLS analyst.

Submission Procedures: All agency reports and studies submitted in response to committee narrative or budget bill language are required to be submitted both in electronic form and hard copy:

1. **Electronic copies should be sent via email only to Cathy.Kramer@mlis.state.md.us.** The naming convention for each item should include the session year of the JCR, the page in the JCR in which the item appears, an agency abbreviation, and the title of the report (e.g., 2014_p111_MSDE_Report on Improvements to SOAR). DLS will distribute electronic copies to the Office of Policy Analysis staff and members of the budget committees. Electronic documents may **EITHER** use Adobe Acrobat **OR** Microsoft Word software, with tables and charts in either Word or through use of embedded (not linked) Excel files. (Word 2007 and Excel 2007 are preferred, but DLS can convert older versions.) **NOTE: if files to be emailed are larger than 10 MB, they cannot be sent via email. Contact David Juppe at David.Juppe@mlis.state.md.us for instructions for posting large files on the DLS FTP site; and**
2. **Per Section 2-1246 of the State Government Article, five hard copies should be mailed to the legislative library. Please mail to:**

Sarah Albert
DLS Library and Information Services
90 State Circle
Annapolis, MD 21401-1991